Memorandum

TO: Finance Working Group   DATE: March 24, 2006

FR: Raymond Odunlami, Programming and Allocations Section

RE: 2007 TIP Development

Beginning this Monday, the main phase of the 2007 TIP development will begin. The Web Fund Management System (WebFMS), which will be used to develop the TIP, will be ready to process the changes necessary to develop the 2007 TIP.

Under the new Safe, Accountable, Flexible, and Efficient Transportation Equity Act (SAFTETEA), the TIP changed from a three (3) year document to a four (4) year document. However, MTC, Caltrans and other Metropolitan Planning Organizations (MPOs) are working to pursue clean-up legislation to allow a fifth year for programming efficiencies. Therefore, the 2007 TIP will be a five (5) year document, covering FY2006-07 through FY20010-11, with only the first three years counting as the approved TIP. Please note that FY2009-10 and FY2010-11 will be listed for **information purposes only** until the provisions of SAFETEA are implemented after July 2007.

Developing the 2007 TIP entails reviewing of the latest version of your current TIP projects, and informing us of:

1.   Which projects are completed and should be archived;
2.   Which projects need to be continued into the new TIP (need additional obligation or federal actions);
3.   Which transit funds programmed in the prior year and not yet included in a FTA grant, need to be carried over into the first year of the TIP (this applies to transit projects only);
4.   Any changes to existing projects (scope, funding, contact person, etc); and
5.   Updating project costs. Federal regulations require that the project listings reflect the latest estimates of the total project costs including all local funds, costs of all phases.

The link to the WebFMS application is:

http://webfms.mtc.ca.gov/webfms/home

CMAs are advised to coordinate the timely project review by counties and cities within their jurisdiction. As a reminder, cities and counties do not have submittal rights in the WebFMS application,

as such CMAs are required to submit projects on behalf of the Cities and Counties. Transit operators can access the system directly. Once you have completed and submitted all your projects, please send Raymond Odunlami (rodunlami@mtc.ca.gov) an email notifying him that your projects are ready for the TIP.

Caltrans must review and submit their projects, unless arrangements have been made with any applicable CMA.

To reduce the need of future TIP Amendments, CMAs, transit operators and project sponsors need to ensure that all entries are complete and correct before submitting them. Do not "submit" a project until you are sure that the review of that project is completed. You can "save and exit" the project and return to complete and submit it at a later date.

Projects will be available for review starting Monday, March 27, 2006. Please complete the process as soon as possible, **BUT NO LATER THAN APRIL 10, 2006**. If you have any questions, or encounter any problems during this process, please call Raymond Odunlami at (510) 817-5799 or e-mail him at Rodunlami@mtc.ca.gov.

The listing for each project available for your review will show how the project currently appears in our 2005 TIP including any pending amendment versions. All fields in the application are editable. Please make revisions only where necessary.

Once you are ready to begin the project review and edit process**,** you should adhere to the following steps:

1.   Go to the WebFMS site;
2.   Sign in and click on the "Universal Application" tab;
3.   Choose "Resume In-process Application" - this will allow you to see the latest version of all your projects in an editable format; and
4.   Begin your project review.

Please focus your review on the following elements:

1.   Are your projects properly listed in the TIP?

        Review project name and project description to ensure that the name, limits and scope are accurate.

2.   Are the dollar amounts, fund sources and programming years correct?

        In most cases, particularly for federal and state funding, the fund sources and amounts should not be changed, since they reflect official MTC programming actions.

Please revise local fund sources and amounts to reflect total project costs or updated total project costs.

For FTA funds, if the funds are currently programmed prior to FY2006-07 and they have not been included in a grant, use the carryover field to indicate to us that the funds need to be carried over into the new TIP. This applies to FTA funds only, and the carryover field **should not** be used for non-FTA funds.

3. Are all funded phases reflected in the project listing?

    As part of the regulations requiring that project listings show the total project costs, federal guidance requires that all funded phases be reflected accurately in the project listing. If a project listing does not show any amount programmed for a phase, (e.g. Env, PE, PS&E, ROW or Con) a formal TIP amendment and perhaps a new conformity analysis would be required to amend such a phase into the TIP if necessary in the future. Therefore, you must show all funded phases (even if funded with local resources) in your project listings if they are not listed already. **Note:** Air quality exempt projects may combine the "Env" and "PSE" phases into the single "PE" phase for streamlined Federal Authorization.

4. Should the project be included in the 2005 TIP or can the project be archived?

    Are any projects completed, fully obligated (FHWA projects) or in an approved or pending FTA grant? Are any projects listed more than once?

    If **all** federal or state funding for the project has been awarded, obligated or the project has been completed, or if all project funding is prior to FY07 and if no further federal action is anticipated for the project, the project can be archived.

    If the project is not yet completed and you would like it to be included in the 2007 TIP for informational purposes, place a check in the "No, project is not complete" box, and use the "submit" button. Do not use the "archive" button.

5. Should the Carryover Field be checked?

    For FTA funds programmed prior to FY07 that have been obligated or included in an approved FTA grant, the carryover field does not need to be used.

    Please enter Carryover to 2007 if:
    a) The funds are in a pending FTA grant; or
    b) If the funds have been transferred to FTA from FHWA but have not been included in a FTA grant; or
    c) If the funds are a prior year FTA earmark not yet obligated or included in a grant.

    Do not use the Carryover Field for non-FTA funds.

6.   The project listings show the latest version of the project including pending amendments. Please check your projects to ensure that pending amendments are shown correctly.

7.   In addition to federally funded projects, the TIP must also include regionally significant locally funded projects. Review your agency's capital improvement program for FY 2006-07 through FY 2010-11 to determine if your locally funded projects must be included in the TIP. A locally funded project is considered regionally significant if it impacts air quality in the Bay Area or if it will require any form of FTA, FHWA or other federal agency action. For example, addition of an interchange to the interstate system, that is capacity increasing or a project that requires federal permits would need to be shown in the TIP.

        To propose a new regionally significant project, go to the "Universal Application" tab of the WebFMS and propose a new project for each of your new regionally significant projects, so that we can include them in the TIP. ONLY new exempt projects or non-exempt projects previously submitted to MTC for air quality modeling can be added into the 2007 TIP. Should you have any questions, contact Raymond Odunlami at (510) 817-5799 before you proceed.

8.   After your review, update the contact information section located at the end of each project listing and submit the project to MTC for review and inclusion into the 2007 TIP **by April 7, 2006.**

If you have any funding specific question(s) please contact the following MTC staff persons;

STP/CMAQ	Craig Goldblatt	(510) 817-5837
Section 5307/5309/AB664 Funds	Glen Tepke	(510) 817-5781
STIP/TE	Kenneth Folan	(510) 817-5804
RM2	Melanie Choy	(510) 817-5865
General TIP and WebFMS questions	Raymond Odunlami	(510) 817-5799

We appreciate your help updating the TIP. Time spent now getting the TIP entries correct will save time in the future by minimizing additional changes and preventing additional air quality conformity analyses.

Thank you for your prompt attention to this request.

Attachment A –TIP Development Schedule

2007 TIP
Metropolitan Transportation Commission
Transportation Improvement Program (TIP)
Proposed 2007 TIP Development Schedule
Revised March 23, 2006

Mon., Jan. 23, 2006	Call for new non-exempt projects not listed in the TIP that need to be included in the 2007 TIP
Fri., Feb. 10, 2006	Last day to submit new projects for current TIP for the last 2005 Formal TIP Amendment
Mon., Feb. 13, 2006	Deadline for list of new non-exempt projects not in current TIP to be included in 2007 TIP
Wed., Mar. 1, 2006	Final 2005 formal TIP Amendment released for public comment
Wed., Mar. 8, 2006	Last day to submit changes to current TIP for final 2005 TIP Administrative Action
Thurs., Mar 9, 2006	**TIP Locked Down – No more changes to 2005 TIP – Start of 2007 TIP Development**
Wed., Mar 21, 2006	Review of New Non-Exempt 2007 TIP project list and conformity approach by AQCTF
Mon., Mar. 27, 2006	Start coding 2007 TIP projects into networks Start of review and update by project sponsors and CMAs
Fri., April 7, 2006	Completion of project review by sponsors and CMAs
Mon., April 10, 2006	Start of review of revised TIP listings by MTC Program Managers
Fri., April 21, 2006	Completion of project listing review by MTC Program Managers
Fri. April 28, 2006	Complete forecasting/regional emissions analysis
Fri., May 5, 2006	All elements for 2007 TIP to be completed in final draft form
Wed., May 10, 2006	PAC Meeting – authorize public hearing and release Draft 2007 TIP & AQ Conformity
Tues. May 16, 2006	Review of Admin. Draft Conformity Analysis by AQCTF
Fri. May 26, 2006	**Begin of 30-Day Public Review Period for 2007 TIP and Conformity Analysis**
Wed., Jun. 14, 2006	**Public Hearing on Draft TIP and AQ Conformity Analysis – June PAC Meeting**
Fri., June 30, 2006	**End of Pubic Review Period for Draft TIP and Conformity Analysis**
Thurs., July 6, 2006	Review response to comments / Final AQ Conformity report by AQCTF
Tue., July 11, 2006	Final Draft 2007 TIP & AQ Conformity complete / Response to comments available
Wed., July 12, 2006	PAC review of Final 2007 TIP and Final Conformity analysis and referral to Commission
Wed., July 26, 2006	**Final 2007 TIP and Final Air Quality Conformity analysis approved by Commission**
Fri., July 28, 2006	2007 TIP submitted to Caltrans / AQ Conformity Analysis submitted to FHWA/FTA
Friday Sept. 1, 2006	Final 2007 TIP and AQ Due to FHWA/FTA
Mon., Oct 2, 2006	Final 2007 TIP approved by FHWA and FTA